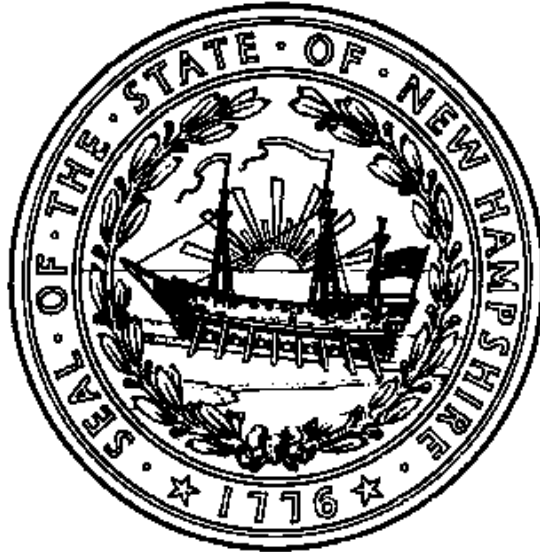


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

**KELLY A. AYOTTE
ATTORNEY GENERAL**

**NATIONAL FORENSIC SCIENCES
IMPROVEMENT ACT FORMULA GRANT
PROGRAM**

**SUBGRANT
APPLICATION KIT**

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE
GRANTS MANAGEMENT UNIT**

MISSION STATEMENT

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- * the professional administration of grant resources;
- * the adherence to all underlying federal and state requirements;
- * the coordination of federal criminal justice resources available to the state; and
- * efficient service and assistance.

Telephone: 271-8090; E-mail: timothy.brackett@doj.nh.gov; Website: <http://www.nh.gov/nhdoj>

Instructions

A. NARRATIVE

1. Problem Statement

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The purpose of this section of the Application Narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds. This section also should describe approaches taken thus far to address the problem. The description of the problem should be supported by an analysis of statistical information and/or other factual information or relevant literature. The sources or methods used for assessing the problem also should be listed and described. This section should be no more than two pages in length.

2. Program Description

This section should provide a brief description of the proposed solution to the problem. It should discuss both the scope and intent of the program and its relationship to the priorities and goals of your strategy.

3. Goals, Objectives, Activities, and Performance Measures

This section should contain a separate discussion of each of the program goals and its accompanying objectives, activities, and performance measures. The information must be provided in the format outlined in the example provided below. The goals are general statements of the desired results or outcome of the program. They should address the problem identified in the problem statement. The goals should be both realistic and achievable.

The objectives are specific approaches to achieving each of the goals. Objectives focus on the methods that will be used to address the problem; they should be clearly stated, realistic, and measurable. The accomplishment of objectives should result in the achievement of the goals they support.

The activities are performed to accomplish the objectives; they are the key operational elements of the program and must be specific and measurable.

Performance measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments, measure the degree to which the objective has been accomplished.

Within the Application Narrative, each goal should be presented with all of its accompanying objectives and key activities. Each objective must also be linked to one or more corresponding performance measures, which must be clearly identified, results oriented, and reasonably attainable.

A very simplified example of this format would be as follows:

Example:

Goal 1: To provide mentoring services to 80 new youth.

Objective 1: To increase capacity to effectively provide mentoring services to new youth.

Activities: In order to achieve our stated goal and objective we plan to hire two new case managers.

Performance Measures: An actual quantitative measure of achievement of this goal and objective would be the number of successful matches (lasting a minimum of six months) made and served by each case manager. A qualitative measure of achievement would be the mentor/youth satisfaction of the services provided by the case manager.

B. BUDGET

A Grant Budget form is attached. Federal Funds for programs must be used to supplement, not supplant, sub-grantee programs and services.

BUDGET ITEMIZATION:

The budget should only include new expenses related to this program. Existing agency expenses are generally not allowable as federal expenses and should not be included.

1. Personnel: List all job titles for which funds are being requested, showing the labor grade and total annual salary for the position, the percentage of time for the position that will be spent on allowable grant activities, and the amount of salary to be devoted to this program (annual salary x percent time). Recipients of grant funds for personnel positions are required to maintain detailed, hourly, time and attendance records for every personnel position funded (partially or fully) under this grant program. Records must specify the dates of service, types of services performed and the number of hours worked performing these services. The records must also differentiate allowable vs. non-allowable services. These records will be subject to review by the New Hampshire Department of Justice during regular monitoring visits.
2. Fringe Benefits: Itemize and show calculations for individual fringe benefits (medical coverage, etc.) and show the total cost for the program.
3. Contractual Services: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate, and the total cost. Consultant costs greater than \$449 per day are generally not allowable absent significant justification.

4. Travel: List projected in-state mileage using standard state rate of reimbursement, total mileage cost, and amounts to be contributed by any other sources. Also list any projected out-of-state travel such as conferences.
5. Facility Cost: List the square footage and the cost per square foot, and show the total cost for the program.
6. Other Costs: This may include items such as postage, telephone, printing, office supplies, and cost of fingerprinting based on federal/state background checks. List each item separately, except that individual supplies need not be itemized.
7. Equipment Purchases: List any equipment to be purchased and show the total budget and the amounts to be contributed by matching funds. Note that any equipment purchased with federal funds must be maintained on an agency inventory that includes the location, serial number and percentage of federal funds used in the purchase.

GRAND TOTALS:

Sub Total applicable columns in each section. Total all sections at end of budget.

C. BUDGET NARRATIVE

The budget narrative form is attached. The budget narrative should provide the justification for the expenses itemized in the budget. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For example, for the Personnel category, list the personnel, their program job functions, and any pertinent explanatory information.

D. SPECIAL NOTE

The NFSIA Formula Grant program requires no local match. Any references to match in this application package are included for other programs and are not relevant to this process. Completed applications are to be returned to Tim Brackett at the New Hampshire Department of Justice.

STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

NFSIA FORMULA GRANT APPLICATION

A. COVER PAGE

- a) Program Title _____ b) Federal Funds Requested \$ _____
- b) Agency Name _____
- c) Chief Elected Official/Head of Agency
Name _____ Title _____
- d) Program Director
Name _____ Title _____
Address _____
Telephone: _____ Fax: _____ E-mail: _____
- e) Fiscal Officer
Name _____ Title _____
Address _____
_____ (telephone number)
- f) Address of centralized location of financial records (if other than fiscal officer).
Address _____
- g) Proposed Grant Period: Start Date _____ Ending Date _____
- d) Proposed Program Implementation Date _____

Department of Justice Grant Application

BUDGET ITEMIZATION

Program Name:

A. PERSONNEL
(Job Title)

Total Annual Salary

Percent
Allowable

Total Budget

Subtotals

SOCIAL SECURITY &
OTHER FRINGE
BENEFITS (Itemize)

Subtotals Fringe

Subtotals, Personnel & Fringe

B. CONTRACTUAL SERVICES

Subtotals

TOTAL

Department of Justice Grant Application

BUDGET ITEMIZATION (CONT'D)

Program Name:

C. TRAVEL

Total Budget

Subtotals

D. FACILITY COST

Subtotals

E. OTHER COSTS

Subtotals

F. EQUIPMENT PURCHASES
(Description, Quantity,
Unit Price)

Subtotals

GRAND TOTALS

Department of Justice Grant Application

BUDGET NARRATIVE

Program Name:

BUDGET NARRATIVE:

NFSIA PROGRAM GUIDELINES AND CONDITIONS

(page one of three)

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, and if funded, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with the regulations, policies, and guidelines to satisfy requirements of the Byrne Program pursuant to Title I of the Omnibus Crime Control and Safe Street Act of 1968, 42 U.S.C. 3711 et. seq.
2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office of Justice Programs “Financial Guide”.
3. The subgrantee agrees to implement this project within sixty (60) days following the grant award date or provide a letter outlining reasons for the delay. Grant programs not started within (90) days of the original grant award date must provide an additional letter outlining reasons for the delay and are subject to automatic cancellation of the grant. Evidence of project implementation must be outlined in the first quarterly federal expenditure report.
4. The subgrantee assures that federal funds received for this grant program will not be used to supplant (replace State and/or local funds with Federal funds) that would otherwise be available for the program’s purpose. Program grant funds and the matching contribution must be new, additional funding to your agency’s budget for the additional grant-funded project activities.
5. The subgrantee agrees that all Program grant funds will be expended on Program allowable activities as described in the subgrantee’s program abstract narrative. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in program activities, designs, budget plans or the grant ending date which were set forth in the subgrantee’s application.
6. The subgrantee understands that grant payment is done on a reimbursement basis only via a Financial, “Summary of Expenditures” Report form. This “Summary of Expenditures” Report form will be completed quarterly and filed no later than 30 days after the end of each calendar quarter. Monthly filing is allowed.
7. The subgrantee agrees to maintain detailed time and attendance records for any and all personnel positions funded with Program grant funds.
8. The subgrantee agrees to provide information on the program supported with Program grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit, and to retain grant-related documentation for three (3) years after the close of the grant award period.

NFSIA PROGRAM GUIDELINES AND CONDITIONS

(page two of three)

9. Equipment purchased with Program grant funds shall be Year 2000 compliant and shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, location, and percentage of federal Program grant funds.

10. The subgrantee agrees that the title to any equipment purchased with Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the Program purposes for which it was acquired.

11. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to this Program. Further, the subgrantee agrees to submit to performance monitoring visits and by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis and agrees to complete annual progress reports.

12. The subgrantee agrees to provide for an annual financial audit. The audit shall be conducted in accordance with OMB Circular No. A-133 (revised 06/24/97). OMB Circular No. A-133 does not require an audit for an agency receiving less than \$300,000 in Federal funds. If an audit is required, Program funds will only pay its prorated share of the audit. This prorated share is the percentage of the Program grant award compared to the total agency budget. A copy of the completed audit report and management letters shall be sent to the New Hampshire Department of Justice, Grants Management Unit, annually.

13. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.

14. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the subgrantee on the grounds of race, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit for forwarding to the Office of Civil Rights for the Office of Justice Programs.

NFSIA PROGRAM GUIDELINES AND CONDITIONS
(page three of three)

15. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the U.S.

16. The subgrantee assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

17. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

18. Repayment of this grant may be required if the subgrantee receives a state or federal forfeiture, which exceeds the amount of the grant award.

19. All materials publicizing or resulting from grant activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. (insert federal grant #) awarded by the National Institute of Justice, Office of Justice Programs and administered through the New Hampshire Department of Justice."

20. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "Supported by Aware No. (insert federal grant #) from the Office of Justice Programs, National Institute of Justice, Department of Justice. Points of view in this document are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice." Copies must be submitted and approved prior to any public release. All press releases must be reviewed by NIJ 20 days prior to public release.

21. The subgrantee agency agrees that, should they employ a former member of the NH Department of Justice (NHDOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the NHDOJ for the life of the subgrant without the express approval of the NH Department of Justice.

22. The subgrantee must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at www.lep.gov.

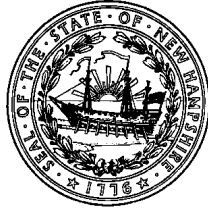
23. Subgrantees must certify that they employ generally accepted laboratory practices and procedures established by accrediting organizations or other appropriate certifying bodies and that a procedure is in place to conduct external investigations into allegations of serious negligence or misconduct by employees or contractors.

24. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

Head of Agency _____ Date: _____

Financial Officer _____ Date: _____

DEPARTMENT OF JUSTICE
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

Name and Title of Authorized Representative

Signature

Date

Name and Address of Agency